



Policy: 4651
 Chapter: Community Corrections
 Rule: Youth Wildland Fire Program

Effective: 11/01/2007
 Replaces: 4338
 Dated: 08/10/2005

A.R.S.	A.C.A	A.A.C
§§41-2804, 41-2813	3-JDF-5C-05	

The Arizona Department of Juvenile Corrections (ADJC) Youth Wildland Fire Program is designed to promote opportunities for ADJC juveniles to provide camp support duties in a wildland firefighting environment.

ADJC, in an inter-governmental agreement (IGA) with the State Land Department, shall establish and implement standardized policy and procedure for Youth Wildland Fire Program and ensure administrative structure and qualified camp crew members.

Michael D. Branham, Director

Procedure Index:

4651.01 Youth Wildland Fire Program

Forms Index:

4651.01A Employee Application
 4651.01B Juvenile Application
 4651.01C Parental Consent
 4651.01D Parental Medical Consent
 4651.01E Employee Health Care Provider Signature
 4651.01F Juvenile Health Care Provider Signature
 4651.01G Dispatch Call-Out
 4651.01H Daily Equipment/Tool Inventory
 4651.01I Officer in Charge Duties and Responsibilities
 4651.01J End of Assignment Debriefing
 4651.01K Employee Performance Evaluation
 4651.01L Juvenile Performance Evaluation

Definitions:

- 1. Fire Camp** – a safe campground environment approximately 5 miles from the actual fire where ADJC juvenile and employee crew members are stationed.
- 2. Wildland Fire Crew Member** – an ADJC employee or paroled juvenile who has met the qualifications and training requirements to be accepted into the Wildland Fire Program. A wildland fire crew consists of three employees and eight juveniles who serve as camp-support workers in a wildland fire-fighting environment. After 18 years of age, these juveniles may apply to become members of a “Hot Shot” fire crew.

Policy No. 4651 Youth Wildland Fire Program
11/01/2007

3. **Officer in Charge (OIC)** – an ADJC employee designated to accompany the wildland camp crew for the duration of their assignment. The OIC shall supervise and direct all ADJC wildland camp crew members, and is directly responsible for work effectiveness, safety, conduct, welfare, organization, briefings, and discipline of crew members for the duration of their assignment.
4. **Call-Out** - a mobilization of support crews by the State Land Department in the event of a wildland fire.
5. **“Hot Shot” Crew** – a nationally recognized twenty person land fire crew composed of trained wildland fire fighters as listed in Publication NFES 2092 National Interagency Mobilization Guide.
6. **Home Unit** – administrative office for the Wildland Fire Program.
7. **Wildland Fire Program Manager (WFPM)** – an ADJC employee designated to oversee and manage ADJC Wildland Fire Program. The WFPM is responsible for recruitment, selection, training, and administrative matters relating to the Wildland Fire Program.
8. **Daily Log Book** – a bound volume with lined and numbered pages designed to be used as a book of original entry or record.
9. **Camp Medic** – an emergency medical technician or higher level practitioner provided by the State Land Department to administer emergency medical care for crew members.
10. **Community Juvenile** – juveniles under 18 years of age who are on active parole, or have been granted their absolute discharge from ADJC.
11. **Camp Support Duties** – tasks essential to the basic function of a fire camp to include but not limited to: loading and unloading of supplies, assembling tents and equipment, tool check out and repair, garbage collection, food and water dispersal, basic cleaning, raking ground, digging drainage ditches, and scullery duties.
12. **Fire Season** - March 1st through October 31st.
13. **Inter-governmental Agreement (IGA)** – a contract for services between two or more public agencies for the joint exercise of powers common to the contracting parties, or for joint or cooperative action.